



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item 2a

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Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

June 12, 2013
MINUTES

Attendance

Committee Vice Chair Wiener called the meeting to order at approximately 9:58 a.m. Committee members present were: Commissioners Campos, Dodd, Glover, Pirzynski, Quan and Sartipi. Commission Chair Worth and Commission Vice Chair Cortese were present as Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacopini, Haggerty, Halsted and Mackenzie.

Item 2: Consent Calendar:

Upon the motion of Commissioner Campos and second by Commissioner Glover, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of May 8, 2013.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of April: Report of Operating Income for FY 2012-13 as of April 2013; Report of Operating Expenditures for FY 2012-13 as of April 2013; Report of Capital Projects for FY 2012-13 as of April 2013; Life to Date Federal Grants Budget as of April 2013; Report of Clipper® Operating and Capital Budgets as of April 2013; Disbursement Reports for April 2013; Capital Projects Disbursement Reports for April 2013; and Clipper Projects Disbursement Reports for April 2013. For the month of April 2013, the monthly financial report listed twelve (12) contracts executed in the amount of \$100,000 and under and twenty-eight (28) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget vs. actual plus encumbrance salaries and benefits through April 2013.

Item 2c: Investment Report

The Committee received the Investment Report for the month of April 2013.

Item 2d: Contract Amendments – Ancillary Audits and Consulting Services (\$400,000)

- i. Badawai & Associates, Oakland, CA (formerly Caporicci & Larson CPA)
- ii. KPMG LLP, Sacramento, CA
- iii. Macias, Gini & O’Connell LLP, Walnut Creek, CA

The Committee authorized the Executive Director or his designated representative to negotiate and enter into contract amendments with the above three firms in cumulative amounts not to exceed \$400,000, to perform the assurance, audit and consulting services for MTC, MTC SAFE and BATA for the fiscal year ending June 30, 2014; and the Chief Financial Officer was authorized to set aside funds in the total amount of \$400,000 for such amendments, subject to approval of the FY 2013-14 operating budget.

Item 2e: Contract Amendment – Janitorial Services: Customized Janitorial (\$102,896)

The Committee authorized the Executive Director or his designated representative to negotiate and enter into a contract amendment with Customized Janitorial, to provide janitorial services for MTC offices in FY 2013-14; and the Chief Financial Officer was authorized to set aside funds up to \$102,896 for such contract amendment, subject to adoption of the FY 2013-14 operating budget.

Item 2f: Contract Amendment – High School Internship Program Support: Career Alliance (\$134,000)

The Committee authorized the Executive Director or his designated representative to negotiate and enter into a contract amendment with Career Alliance for the Summer High School Internship Program which introduces students to career opportunities in the field of transportation planning and to provide MTC partners with some assistance with entry-level tasks and the Chief Financial Officer was directed to set aside funds up to \$134,000 for such amendment, subject to MTC approval of the FY 2013-14 agency budget.

Item 2g: Purchase orders – Bay Area Regional Prosperity Plan Project: Working Group Co-Chair Stipends (\$140,000)

- i. Christina Canaveral, Coleman Advocates, San Francisco, CA (\$20,000)
- ii. Margot Prado, City of Oakland, Oakland, CA (\$20,000)
- iii. Carlos Romero, Urban Ecology, San Francisco, CA (\$20,000)
- iv. James Pappas, California Housing Partnership Corp, San Francisco, CA (\$20,000)
- v. Kara Douglas, Contra Costa County, Martinez, CA (\$20,000)
- vi. Jane Martin, POWER, San Francisco, CA (\$20,000)
- vii. Gen Fujioka, Chinatown Community Development Center, San Francisco, CA (\$20,000)

The Committee authorized the Executive Director or his designee to negotiate and issue purchase orders to each of the above organizations to serve as co-chairs for the Regional Prosperity Working Group, to compensate them for time and expenses incurred in connection with assisting MTC and ABAG with implementation of the Prosperity Plan Work Plan and manage the working group process; and the Chief Financial Officer was authorized to set aside funds not to exceed \$140,000 for such purchase orders.

Item 2h: Contract – Joint Policy Committee Climate Protection Program: Elmwood Consulting (\$145,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a sole source contract with Elmwood Consulting to assist with the implementation of the climate protection and resilience initiatives being undertaken by the member agencies of the Joint Policy Committee (JPC); and the Chief Financial Officer was authorized to set aside funds up to \$145,000 for such contract.

Item 2i: Contract Amendment – Plan Bay Area Environmental Impact Report (EIR): Dyatt and Bhatia (\$40,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Dyatt and Bhatia to complete the analysis and response to comments on the draft EIR and prepare the EIR for certification; and the Chief Financial Officer was directed to set aside funds up to \$40,000 for such amendment.

Item 3: Funding Agreements – Bay Area Regional Prosperity Plan Project: Housing the Workforce Round 2 and Equity Initiative Round 1 Sub-Grant Awards (\$725,000)

- i. TransForm, Oakland, CA (\$100,000)
- ii. Greenbelt Alliance, San Francisco, CA (\$55,750)
- iii. Marin Grassroots, San Rafael, CA (\$56,750)
- iv. East Bay Asian Local Development Corporation, Oakland, CA (\$45,000)
- v. Reconnecting America, Oakland, CA (\$50,000)
- vi. Northern California Land Trust, Berkeley, CA (\$60,000)
- vii. Resources for Community Development, Berkeley, CA (\$45,000)
- viii. Peninsula Interfaith Action, East Palo Alto, CA (\$37,500)
- ix. East Bay Alliance for a Sustainable Economy, Oakland, CA (\$75,000)
- x. Youth United for Community Action, East Palo Alto, CA (\$30,000)
- xi. Tenderloin Neighborhood Development Corporation, San Francisco, CA (\$75,000)
- xii. Public Health Institute, Oakland, CA (\$50,000)
- xiii. Local Initiatives Support Corporation, San Francisco, CA (\$25,000)
- xiv. Council of Community Housing Organizations, San Francisco, CA (\$20,000)

Vikrant Sood, MTC Planning, advised that in January 2013, the MTC Planning Committee and ABAG Administration Committee delegated sub-grant project selection to the Bay Area Regional Prosperity Plan Steering Committee, with the actual funding agreements subject to the authority of this Committee. He explained that a panel composed of MTC and ABAG staff and the three Prosperity Plan working groups evaluated the applications and recommended the fourteen projects listed above for funding. The Steering Committee approved these recommendations at its May 2013 meeting.

Upon the motion of Commissioner Quan and second by Commissioner Dodd, the Committee unanimously agreed to authorize the Executive Director or his designee to negotiate and enter into funding agreements with the above agencies in the amounts indicated and to authorize the Chief Financial Officer to set aside funds not to exceed \$725,000 cumulatively for such funding agreements.

Item 4: MTC Resolution No. 4089 – MTC FY 2013-14 Agency Budget

Brian Mayhew, MTC Chief Financial Officer, presented the MTC FY 2013-14 Agency Budget.

Commissioner Quan asked if a 5-year projection had been developed in anticipation of the proposed increase in CalPERS contributions. Mr. Mayhew responded that a plan has not been developed as the increases are in line with MTC's projections of sales tax and federal transfers.

She also asked whether the Clipper® bad debt budget line item should be reflected in BATA's budget. Mr. Mayhew responded that Clipper is an MTC enterprise that has multi-faceted funding including BATA and that the bad debt is spread across the entire entity. Steve Heminger, MTC Executive Director, added that there is very little relationship between BATA and Clipper and explained that although Regional Measure 2 (RM2) specified a particular capital contribution from the tolls to Clipper, Clipper is not funded by toll sources and Clipper's debts are not BATA's debts.

Upon the motion of Commissioner Campos and second by Commissioner Dodd, the Committee unanimously agreed to forward Resolution No. 4089 which approves the MTC FY 2013-14 Agency Budget to the Commission for approval.

Item 5: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 10:15 a.m. The next Committee meeting date will be on July 10, 2013, at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.